

Small quantity generators (SQGs) – those who generate at least 220 pounds (but <2,200 pounds) of hazardous waste in a calendar month¹, and who do not accumulate more than 13,200 pounds of hazardous waste – **must post the following information next to the telephone in the vicinity of where hazardous wastes are managed** (you may complete and use the table below if you find it helpful).

EMERGENCY RESPONSE INFORMATION

Name of Company		
Emergency Coordinator's Name		
	Office Telephone Number	
	Home Telephone Number	
Back-up Emergency Coordinator's Name		
	Office Telephone Number	
	Home Telephone Number	
Fire Extinguisher Location(s)		
Spill Control Materials Location(s)		
Fire Alarm (if present) Location(s)		
Fire Department Telephone Number (unless facility has direct alarm)		

SQGs must comply with the following emergency procedures whenever there is an imminent or actual emergency situation (you may use the table below if you like). Note that large quantity generators are required to have a written contingency plan in accordance with Section 7-308(b)(9) – and must comply with the following as well as additional requirements. Generators of less than 220 pounds/month are not required follow these procedures, although it might be a good idea to do so.

EMERGENCY RESPONSE PROCEDURES

Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his or her designee when the emergency coordinator is on call) must do the following immediately:	
	Activate internal facility alarms or communication systems;
	Notify appropriate state or local agencies with designated response roles if their help is needed;

¹For comparison purposes, ½ of a 55-gallon drum filled with water weighs about 229 pounds, and five 55-gallon drums of water weigh about 2,293 pounds. Consider the density of the particular waste and determine whether it is significantly different from that of water. For example, contaminated paint filters may weigh as little as 60 pounds per 55-gallon drum, while a drum of oil-soaked absorbents may weigh 800 pounds or more. Note that when determining the rate of hazardous waste generation per month, Vermont-listed wastes can be averaged over a six month period; however, Federally-regulated waste must be counted as being generated in the month that it is created (i.e., it cannot be averaged over six months).

	If a release has occurred, identify the source, character, amount and extent of any released materials by record review or chemical analysis;
	Assess hazards to human health and the environment, considering all direct and indirect effects;
	If the emergency coordinator determines that the facility has had a fire, explosion or release which could threaten human health or the environment outside the facility, the coordinator must:
	Determine if local evacuation may be necessary, and, if so, notify appropriate local authorities and be available to assist local authorities in evacuation measures; and
	Notify the National Response Center (800-424-8802) and indicate his or her name and telephone number; name and address of the facility; time and type of incident; quantity of material(s) involved to the extent known; the extent of any injuries; and the possible hazards to human health or the environment outside the facility.
	Take all reasonable measures necessary to ensure that fires, explosions and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers;
	If the facility stops operations in response to a fire, explosion or release, the emergency coordinator must monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes or other equipment, wherever this is appropriate;
	Immediately after an emergency, the emergency coordinator must provide for treating, storing or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire or explosion at the facility; and
	Ensure that in the affected areas of the facility, no waste that may be incompatible with the released material is stored until cleanup procedures are completed and all emergency equipment is cleaned and restored to a useable condition.
Whenever there is an imminent or actual emergency situation, the owner or operator shall:	
	Notify the Secretary that the facility is in compliance with Section 7-308(b)(9)(E)(ix) before operations are resumed in the affected areas of the facility; and
	Within 15 days after the incident, submit a written report on the incident to the Secretary. The report must include:
	Name, address and telephone number of the owner or operator;
	Name address and telephone number of the facility;
	Date, time and type of incident (e.g., fire, explosion);
	Name and quantity of material(s) involved;
	The extent of injuries, if any;
	An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
	Estimated quantity and disposition of recovered material that resulted from the incident.